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21 January 1959

*File
Proc B.
\$500 - ordered
13 Feb 1959
Lee*

MEMORANDUM FOR: Chief, Document Division.

SUBJECT : Special Equipment Requirements for the New Headquarters Building.

1. A survey of existing equipment and review of its condition has resulted in the following projection of equipment needs for our new building.

(All equipment information obtained from Angle Steel Incorporated, Catalog No. 570 and Bulletin No. 5820)

Operation	Equipment	Size	Cost
Screening	2-no. 7014 Tops	5' x 30'	@\$43.50 - 87.00
	3-no. 209 Bench legs	30' x 30'	@\$ 6.60 - 19.80
Distribution	2-no. 3370 Sorting Racks	15" x 60" x 19"	@\$57.10 -114.20
	2-no. 3360 Sorting Racks	15" x 36" x 19"	@\$36.25 - 72.50
	2-no. 7014 Tops	5' x 30"	@\$43.50 - 87.00
	1-no. 7015 Top	6" x 30"	47.65
	4-no. 209 Bench legs	30" x 30"	@\$ 6.60 - 26.40
Receipt and Dispatch	2-no. 3370 Sorting Racks	15" x 60" x 19"	@\$57.10 -114.20
	2-no. 7014 Tops	5' x 30"	@\$43.50 - 87.00
	2-no. 7015 Tops	6' x 30"	@\$47.65 - 95.30
	3-no. 209 Bench legs	30" x 30"	@\$ 6.60 - 52.80
TOTAL			\$803.85

2. Some cushion should be allowed for construction and installation of "custom" equipment; e.g. inclined roller tracks for conveying documents, paper dispensers, and other wrapping equipment. On the basis of prevailing estimates, a minimum figure of \$500 would appear in order.

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-2-

3. If the present budget allows for expenditure for the specific items listed in paragraph 1 above, it might be advantageous to place orders for this equipment before relocation to the new building. Since most of our equipment is over ten years old, some improvement in present working conditions would result.

4. An effort should be made to determine whether or not an opening in the rear wall of room 100/7 to the conveyor belt drop area could be devised in order to expedite document dispatch.

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Chief, Processing Branch

JAJ:bk

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